

St. Gregory Services Hours Procedures

2016-2017

We believe that the involvement of the entire family in the educational process is essential for a successful learning experience for children. There are many forms of involvement for parents, grandparents, brothers, and sisters that can benefit the school and make it possible to offer a wide variety of enjoyable school experiences for the students.

Each family is required to serve **30 service hours** per school year. The ending date for service hours for the school year is **May 1, 2017**. Hours served after that date will count toward the following school year, summer hours included. All service hours must be filled out on the St. Gregory Service Hours Website. These include hours which require receipts. If you have a receipt for a donation, please take a photo or scan the receipt and upload it with the submission.

The website can be accessed from a computer or phone/tablet to enter and view service hours.

<https://servicehours.saintgreg.org>

When logging in, use your family ID (e.g. Wa10005). The first time you login to the website, use the first name for your youngest child as the password. You will then be required to choose a new password.

Once logged in, you can enter service hours or donations in user-friendly forms. After you submit service hours, you will receive a confirmation email. You will receive another email once the service hours have been approved or rejected by the administration.

WHEN ENTERING SERVICE HOURS, PLEASE REMEMBER:

- **A MINIMUM OF 20 HOURS OF VOLUNTEERING AT THE SCHOOL AND 10 HOURS MAXIMUM IN MINISTRIES AND OTHER RELATED SERVICES.**
- All parents/volunteers, including fundraising chairs, CCD teachers, room parents, coaches etc. **must enter their service hours.**
- If both parents work an event like Walkathon or Field Trip, please make two separate submissions and indicate mother/father in the comment section.
- You can check previously submitted service hours and totals that are pending, approved, and rejected directly on the website (below the forms to enter service hours and donations).

More details are available on the website. The *Guidelines* page details the Service Hours policies and provides information about allowable service hours. The *Help* page answers common questions about using the website to enter your service hours.

If you need help after reviewing the Guidelines and Help pages on the website, you may contact us via email at servicehours@saintgreg.org or call the Development Office at 954-473-8169 ext. 143.